



# UNITED STATES DISTRICT COURT

## District of Minnesota

Richard D. Sletten, Clerk  
Wendy S. Osterberg, Chief Deputy Clerk

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May 4, 2005

To: Electronic Case Filing Customers

RE: ECF Software Upgrade

FROM: Rich Sletten, Clerk of Court for the District of Minnesota  
Wendy Osterberg, Chief Deputy for the District of Minnesota

The United States District Court, District Minnesota will be upgrading its Electronic Case Filing (ECF) software on Saturday, May 7, 2005. There are only a few updates that will directly affect you, but they are significant. The changes are described below.

### 1. Access to Written Opinions

Pursuant to the E-Government Act of 2002, courts must make written opinions available in a text searchable format via their web sites. Beginning May 7, this District will begin designating Orders as "written opinions." The discretion to do so rests with each Judge. By tagging written opinions it makes them permanently available in our ECF system for free. The procedure for accessing these written opinions is described below.

- a. Log into the District of Minnesota's ECF system **using your PACER login and password**. Click on the **Reports** menu option. Click on the **Written Opinions** link located under the **Civil and Criminal Reports** heading.

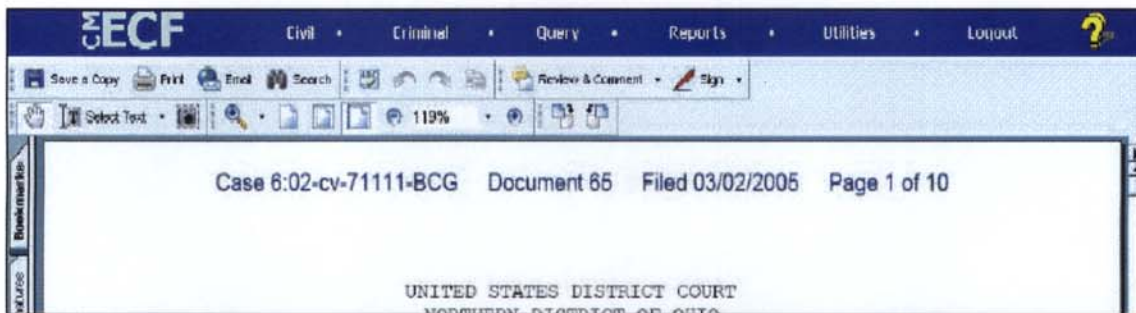
The screenshot shows the 'Written Opinions Report' form in the ECF system. The form has a header with the ECF logo and navigation tabs: Civil, Criminal, Query, Reports, and Utilities. The 'Reports' tab is selected. The form contains several input fields and dropdown menus for filtering the report. The 'Case Number' field is empty. The 'Last Name' field is empty. The 'First Name' field is empty. The 'Middle Name' field is empty. The 'Office' dropdown menu is set to 'DMN'. The 'Nature of' dropdown menu is set to 'Suit'. The 'Case Type' dropdown menu is set to 'Administrative-MJ Assign'. The 'Cause' dropdown menu is set to '0 (No cause code entered)'. The 'Case Flags' dropdown menu is set to '2255'. The 'Filed between' field is set to '3/29/2005' and '4/28/2005'. The 'Summary text' radio button is selected. The 'Sort by' dropdown menu is set to 'Case Number'. There are 'Run Report' and 'Clear' buttons at the bottom.

Use the selection criteria to narrow down the results or list of opinions that will appear in the output. After you choose the criteria, click on the **Run Report** button at the bottom of the window. Any PDF documents tagged as a written opinion that meet your criteria will appear in the output of the report. Click on the hyperlinks to view each PDF version of the written opinion.

- b. The Written Opinion Report is free. Even though it may be necessary to use your PACER login to access the Reports window, running this report is free to ECF customers. These written opinions may appear as links in other reports and queries you run in ECF. For example, if viewing a docket report you may see the docket entry for a Judge's Order. **If the Order was tagged by the court as a written opinion, clicking on the link and viewing the document will be free. Accessing the docket report however, is still not free.** Your signal that a document has been designated a written opinion will be the text "(Written Opinion)" within the docket entry.

## 2. Case Information on PDF Documents

ECF now allows for case data to be displayed in the header on PDF document pages. The actual PDF documents are not altered in any way; instead, the case information will be generated at the time the document is accessed for viewing and/or printing, and affixed to the top of the document pages.



Information that will appear at the top of the pages include the case number, document number, document filed date, page number and total pages.

Each ECF user may determine whether he or she would like to see the headers when accessing PDF documents. To turn the headers on or off, users should access the **Maintain Your Account** link located in the **Utilities** menu. To change the status of the PDF headers, select or de-select the **Add Headers to PDF Documents** checkbox. PACER users cannot turn the headers off; if the court has configured and enabled the headers, then PACER users will see headers on the PDF documents they access.

**Note: This new feature will not be immediately available after the upgrades on May 7, 2005. As soon as it is available, we will make an announcement to all users.**



Maintain User Account			
Last name	Gibson	First name	Brandi
Middle name	C.	Generation	
Gender	Female	ATY Type	All
Title		Type	Court
Bar number		<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Prisoner id			
Office	Administrative Office of the U.S. Courts		
Unit			
Address 1	One Columbus Circle, NE		
Address 2	Room 3-502		
Address 3			
City	Washington	State	DC
Country		Zip	20544
Phone	202-502-2388	County	
Initials	BCG	Fax	
DOB		AO code	
Civil ref style		End date	
Date sworn		Criminal ref style	
Status			
<a href="#">Email information...</a>		<a href="#">More user information...</a>	
<input type="button" value="Submit"/>		<input type="button" value="Clear"/>	

### 3. Maintain Your Account

Pursuant to local rule requirements, attorneys are responsible for keeping their contact information accurate in ECF. The location for making the updates in ECF is in the **Maintain Your Account** link located in the **Utilities** menu. After the May 2005 upgrade, if an attorney is linked to a law firm address, then the address information displayed in the Maintain Your Account utility will be read-only, and greyed out. If you are a member of a large Twin Cities law firm, this will probably apply to you. As a result, attorneys may no longer be able to edit their information in ECF. If this is the case and you need to update your information, please call the ECF helpdesk at 1-866-325-4975 or 612-664-5155 to have it corrected for you.

Lastly, we would like to take this opportunity to thank you for your participation since going live on May 17, 2004. If you have any questions about the upgrades or ECF generally, call the ECF helpdesk at the numbers above, or e-mail at [ecfhelpdesk@mnd.uscourts.gov](mailto:ecfhelpdesk@mnd.uscourts.gov).